



COMMONWEALTH OF KENTUCKY
OFFICE OF HOUSING, BUILDINGS AND CONSTRUCTION
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5405
TEL (502) 573-2002
FAX (502) 573-1059

Please fill this out and send to our office along with the required documents.

Electrical Licensing Requirements Checklist

The following may be considered acceptable verification of experience for licensure as an electrical contractor, master electrician or electrician to the extent they indicate the applicant has experience as an electrical contractor or worker. However, if the Office determines that a document submitted does not include sufficient evidence to support the applicant's experience, or is otherwise unreliable, the Office may reject the document and require additional verification in compliance with this section.

☐ 1) Tax returns or other official tax documents which indicate the applicant's occupation or the nature of the applicant's business activities, including Federal Schedule C, Form W-2, Form 1099, or local occupational tax returns.

☐ 2) Copies of business licenses issued by a county or municipal government which does not issue electrical contractor's, master electrician's or electrician's licenses if the business license indicates the applicant operated as an electrical contractor or worker.

3) For licensure as an **electrical contractor**, a sworn affidavit, on the affiant's letterhead, certifying that the author of the letter has personal knowledge that the applicant has operated as an electrical contractor from one of the following:

- ☐ An electrical workers union
- ☐ A certified electrical inspector

In addition to the above please send the following:

- ☐ An Acord Insurance certificate from your insurance carrier showing \$500,000 liability and
- ☐ Proof of Workers Compensation compliance and
- ☐ A photo of yourself (primary contact) for identification purposes. (1" wide x 1.5" tall)
- ☐ Proof of a passing score of the Exporior exam # 11010

4) For licensure as a **master electrician** or an **electrician**, a sworn affidavit, on the affiant's letterhead, certifying that the author of the letter has personal knowledge that the applicant has worked as a master electrician or an electrician from at least one of the following:

- ☐ An electrical workers union
- ☐ A certified electrical inspector
- ☐ An employer which employed the applicant as an electrician or a master electrician

In addition to the above please send the following:

- ☐ A photo of yourself for identification purposes. (1" wide x 1.5" tall)
- ☐ Proof of either the Master electrician Experiior exam #201111 or Electrical Electrician Experiior exam #20211

☐ 5) Records of a branch of the United States Armed Forces which indicate the applicant performed a function which primarily involved electrical work. Experience gained while in the military shall be deemed to have been earned in Kentucky; or

☐ 6) Other written evidence indicating that the applicant has worked as an electrician, master electrician or electrical contractor.